

# Wellness Program Guide

January 1, 2017 – December 15, 2017



## HealthWise

A Partnership to Improve Health and Wellness  
OHIO NORTHERN UNIVERSITY



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Wellworks For You



# Welcome

Welcome to your 2017 Wellness Program! All Ohio Northern University employees and spouses will have opportunities to participate in various wellness activities that can reward you with an incentive at the end of the benefit year. Your new program details are outlined throughout this brochure.

## Overview

Complete **Steps 1-3** listed below by December 15, 2017 to be eligible for an incentive. Refer to page 3 for further details.

- ✓ **STEP 1** - Complete the Know Your Number Health Assessment
- ✓ **STEP 2** - Complete your Annual Preventative Exam, including a full blood draw, with ONU HealthWise or your Primary Care Physician
- ✓ **STEP 3** - Earn at least 40 points by completing additional activities

## Wellness Portal

In order for your participation in the program to be tracked, employees are required to have a Wellworks For You Wellness Portal account. If you already have an account, you **DO NOT** need to create a new one.

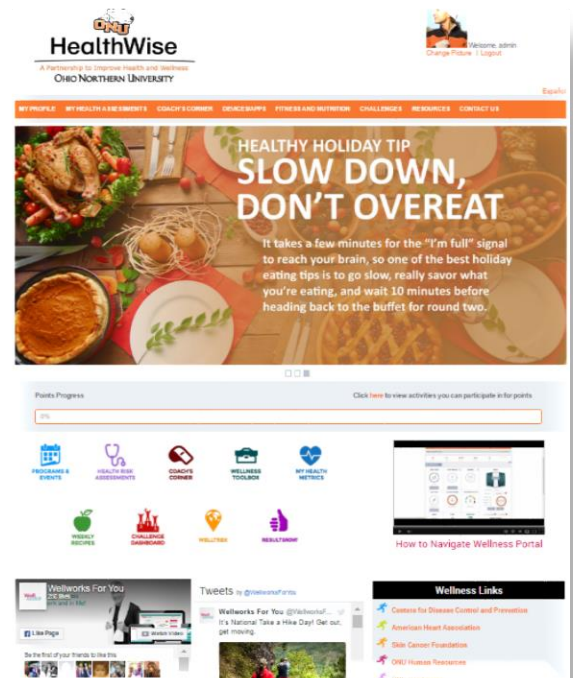
If you do not have an account, please follow the steps below to register. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third party vendor, Wellworks For You.**

### NEW USER?

1. Go to **www.wellworksforyoulogin.com**
2. Click the link to create an account as a New Member
3. Enter your Company ID: **10916**
4. Create a Username and Password
5. Accept the terms of the Consent Form
6. Enter the required Personal Information

### FORGOT YOUR PASSWORD?

1. Go to **www.wellworksforyoulogin.com**
2. Select the **Forgot Password** link
3. Enter your email address to initiate the password reset process or contact **800.425.4657** to have a temporary password set



# Program Requirements

You must complete steps 1,2, and 3 to earn an incentive.

## Requirements

### STEP 1 – KNOW YOUR NUMBER ASSESSMENT

Complete the health questionnaire located on the Wellness Portal under **My Health Assessments> Know Your Number Assessment**. Answer all questions except those in the **Health Metrics** section and click **Save**. Health Metrics (your Biometric values) will be added by Wellworks after you submit the physician-specific form. If you complete the questionnaire after your Health Metrics have been uploaded, click **Finish** to submit your responses.

### STEP 2 – ANNUAL PREVENTATIVE SCREENING

Complete a screening including Blood Pressure, Height, Weight, Waist Circumference, Glucose, Total Cholesterol, LDL, HDL and Triglycerides. Print the Physician Results Form when you visit your own primary care provider or ONU HealthWise to review your results. The form is located on the Wellness Portal under My Profile>Wellness Toolbox. Bring the form with you to your appointment and submit the completed form by 12/15/17.

### STEP 3 – EARN 40 POINTS

Earn a minimum of **40 points** by completing additional activities listed below. For further details, login to the Wellness Portal and go to **My Profile>Programs and Events**.

| HEALTHY RANGES   |   | POINTS |
|--|---|--------|
| <b>Cholesterol</b>   | Determined by Physician/Clinician based on current guidelines   | 5      |
| <b>Blood Pressure</b>  | Determined by Physician/Clinician based on current guidelines   | 5      |
| <b>Waist Circumference/Prenatal Forms/BMI</b>  | <b>Waist/BMI</b> - Determined by Physician/Clinician based on current guidelines<br><b>Prenatal Forms</b> – Women who are currently pregnant may submit the Prenatal Form under <b>My Profile&gt;Wellness Toolbox</b> to fulfill the Waist Circumference healthy range. | 10     |
| <b>Fasting Glucose</b>   | Determined by Physician/Clinician based on current guidelines   | 5      |
| ADDITIONAL ACTIVITIES  |   | POINTS |
| <b>Preventative Exams:</b> Submit the <b>Proof of Visit</b> form located under <b>My Profile&gt;Wellness Toolbox</b> or an EOB for each preventative visit completed between 12/16/16 and 12/15/17. Preventative visits include mammogram, ob/gyn, colonoscopy, prostate, dental (limit 2), and vision.  |   | 5      |
| <b>Vaccinations:</b> Earn 5 points per vaccination.  |   | 5      |
| <b>Nontobacco user/Smoking Cessation Program:</b> Submit the <b>Tobacco Attestation Form</b> located under <b>My Profile&gt;Wellness Toolbox</b> and earn credit for being a nontobacco user. Tobacco users must complete a six week Smoking Cessation Program either on the Wellness Portal or through another approved entity. The Wellworks Learning Series is located on the Wellness Portal under the <b>Learning</b> tab. Program must be complete by December 15, 2017. |   | 5      |
| <b>ONU HealthWise Screenings:</b> Earn 2 points for completing a screening with ONU HealthWise. Includes blood pressure, cholesterol, glucose, skin, bone density, flu vaccination. Print and submit the <b>HealthWise Results Form</b> located under <b>My Profile&gt;Wellness Toolbox</b> . Follow-up visit required if goal was not met.  |   | 2      |
| <b>Skin Scope Screening:</b> Earn 2 points for attending a skin scope screening with ONU HealthWise or your own doctor. Submit the <b>Proof of Visit Form</b> located under <b>My Profile&gt;Wellness Toolbox</b> .  |   | 2      |
| <b>Healthy Campus Presentations:</b> Earn 2 points for each presentation you attend.   |   | 2      |
| <b>Fitness and Nutrition Tracking Through the Wellness Portal:</b> Track your meals and exercises under <b>Fitness and Nutrition&gt;WellBalance</b> . You must track 26 activities per quarter by 12/15/16. Credit will be applied each quarter. Step tracking does not count toward this category.  |   | 5      |
| <b>Organized Weight Management Program:</b> Program may be with PCP, Weight Watchers, or equivalent. Submit proof of three (3) active months to earn 5 points.   |   | 10     |
| <b>Progress towards Healthy BMI:</b> 5% increase or decrease. Have your Physician or HealthWise complete the 'Healthy BMI' section of the Physician Results Form located under <b>My Profile&gt;Wellness Toolbox</b> .   |   | 5      |
| <b>Progress towards Healthy BMI:</b> 10% increase or decrease. Have your Physician or HealthWise complete the 'Healthy BMI' section of the Physician Results Form located under <b>My Profile&gt;Wellness Toolbox</b> .  |   | 10     |
| <b>Diabetes Self-Management Program:</b> Completion of ONU HealthWise diabetes self-management program or other approved program. Submit proof of active participation to earn credit.   |   | 5      |
| <b>Race Participation:</b> Participate in a walking, running, swimming, or cycling event. Minimum distance of 5k.  |   | 2      |
| <b>Wellness Challenges:</b> All details regarding the wellness challenges will be announced via email during the year.   |   | 5      |
| <b>Yearly Walking Challenge:</b> Must log at least 1,000,000 steps by <b>12/15/17</b> . Steps will be credited after the December 15 <sup>th</sup> deadline.   |   | 10     |

# Incentives and Additional Information

## Incentives

You must complete the **Know Your Number Assessment, Annual Preventative Screening**, and earn at least **40 points** by participating in additional activities to earn a discount. Spouses enrolled in the ONU Medical Plan will also earn a monthly discount. If both the spouse and employee complete the Wellness Program requirements, they will earn **double** the discount. **To receive an incentive, employees must be in an active status at the time of the distribution.**

| EMPLOYEE SALARY     | ANNUAL DISCOUNT |
|---------------------|-----------------|
| <\$35,000           | \$250           |
| \$35,000 - \$90,000 | \$300           |
| >\$90,000           | \$350           |

## Additional Information

### VIEW DETAILS FOR ALL PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)) under **My Profile>Programs and Events**. To view extended details about each program, select **Click Here for Details** next to the event title.

### VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All required forms are located on the Wellness Portal under **My Profile>Wellness Toolbox**. Participants can download and print all PDF forms for completion.

### VIEW YOUR PARTICIPATION POINTS

Wondering how many points you have earned throughout the year?

1. Log into your Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com))
2. Go to **My Profile>ResultsNow**

**Please allow at least 2 weeks for participation to be updated in the Wellness Portal after completing an activity.** If there are any questions about your participation or completion, please contact **Renee Pomante** at [r.pomante@wellworksforyou.com](mailto:r.pomante@wellworksforyou.com).

### FITBIT TECHNOLOGY

Our Wellness Portal is compatible with all Fitbit pedometers. View your individual progress, track your steps and calories and stay motivated in your wellness program by syncing your Fitbit device directly to the Wellness Portal. As a wellness partner, Ohio Northern University employees and spouses are eligible to receive a discount on the purchase of Fitbit pedometers. Simply print the **Pedometer Order Form** located in your **Wellness Toolbox** to order your Fitbit today.

# Wellness Program

## The Fine Print

Ohio Northern University offers a voluntary wellness program available to all employees and spouses. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment, the Know Your Number Assessment (KYN), that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete an annual physical screening, which will include a blood test for a full cholesterol panel (total cholesterol, high density lipoprotein, calculated low density lipoprotein, triglycerides). This will also include body measurements, such as height, weight, and waist circumference. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees and spouses who choose to participate in the wellness program will receive an incentive, dependent upon their salary, for completing the annual physical screening, the Know Your Number Health Assessment (KYN), and earning 40 activity points. Although you are not required to complete the Know Your Number Assessment (KYN) or the annual physical screening, only employees who complete all listed requirements of the Wellness Program will receive the incentive.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your Know Your Number Assessment (KYN) and the results from your annual physical screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as Health Coaching, online Learning Series, and Wellness Challenges. You also are encouraged to share your results or concerns with your own doctor.

### PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the Wellness Program and Ohio Northern University may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team and Health Coaches in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.